



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

EACG (100)

AUG 08 2001

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter # 4 -- Personnel Accountability and Readiness

1. Purpose. To emphasize accountability of assigned soldiers and unit readiness.
2. Discussion. To enhance personnel and combat readiness, commanders and leaders at all levels must maintain accountability of their soldiers. To accomplish this goal commanders and leaders will:
 - a. Ensure the maximum number of soldiers is available for duty IAW AR 220-1, Unit Status Reporting. Commanders must ensure that all categories of nonavailable soldiers, to include leave, do not exceed 10 percent of assigned strength. To ensure units meet their Authorized Level of Organization (ALO), commanders must consider all alternatives to reduce the number of soldiers unavailable.
 - b. Maintain an accurate recall roster and periodically test it to make sure it meets the standard of 80 percent of soldiers signing in within 2 hours of initiation of the unit recall.
 - c. Ensure that unit records and databases are accurate. Commanders and leaders must ensure that all soldiers assigned are reflected on SIDPERS-3 reports with the correct DEROS.
3. Soldiers are our most precious resource. Care for them, challenge them, listen to them, and account for them. We must ensure that every soldier assigned to the command is prepared, trained, and ready to support any mission.

DANIEL R. ZANINI
Lieutenant General, USA
Commanding